

# *Little Party House*

## **TERMS AND CONDITIONS**

Before booking your event at the Little Party House (LPH) Please read our Terms and Conditions.

In booking with the Little Party House you are confirming that you have read, understood and agree with these conditions. Please sign and date this document and send through email before the Celebration date. Without approval we won't be able you host your party.

## **HIRER**

Please note that you, as the person booking the Party, is referred to as "the Hirer".

In booking your Party at the LPH it is assumed that you have read and accepted these terms.

## **PAYMENTS**

A 50% deposit is required to confirm and secure your booking.

The final 50% and any outstanding fees for surcharges or add ons are required to be paid 5 days prior the celebration date. NO Refunds after booking.

## **COVID-19 CHANGES**

Events impacted by COVID-19 Regulations may be postponed but not canceled. NO refunds.

## **RESPONSIBILITY OF HIRER FOR CHILDREN AND GUESTS**

The wellbeing of children and guests attending the Little Party house is the responsibility of the Hirer and parents/adults attending the function.

All children must have a guardian or parent stay with them throughout the duration of the party. While our staff is Working with Children checked we are not a childcare facility and parents dropping off their kids must accept responsibility for doing so.

Children must be escorted to toilets by a responsible adult or by the Hirer.

All incidents must be reported by the hirer to the LPH representative immediately.

## **ALLERGIES**

Management of children's allergies is the responsibility of the Hirer.

The LPH accepts No responsibility for children eating food they may be allergic to during a party. Parents of children with allergies must stay during the party duration and oversee this process.

## **SECURITY**

The LPH accepts No responsibility or liability for any loss or damage to any person, equipment or merchandise left on the premises prior to, during or after the Party. The Hirer indemnifies the Little Party House against any such claim, action, loss or damage.

## **BOND AND DAMAGE TO THE LITTLE PARTY HOUSE**

Any damage to the LPH venue, equipment, decorations or facilities incurred during a party is to be paid by the Hirer.

## **PROFESSIONAL SELF CATERING**

Restrictions apply to BYO of professional self catering. We require a detailed list of all food and drinks, including quantity, that you would like to bring into our venue, which must be approved by our Event Planner prior to the event date. No hot food or preparation in the venue is allowed. All BYO of Catering will incur a surcharge fee.

## **CAKEAGE FEE**

A cakeage fee is incurred for a birthday cake and associated consumables, clean up and rubbish removal cost.

## **NO FOOD, DRINK OR SHOES ALLOWED IN THE ENCHANTED GARDEN**

No food, drink or shoes are allowed in the enchanted garden. Where damage to the garden floor occurs, repair costs at service providers invoice value will be incurred.

## **EXTRA PARTY TIME**

Extra time is allowed up and a fee is incurred, charges in 30 minute blocks. Strictly by agreement prior to booking. No extra time is allowed on the day of the party.

## **PRESENTS**

Is the responsibility of the Hirer to ensure all presents and gifts are collected at the end of the Party. The Hirer indemnifies the LPH against any such loss or damage to presents and gifts.

## **LOST PROPERTY**

Lost Property will be held for 48 hours only and then discarded if unclaimed.

## **PROPS**

We pride ourselves on our unique and exclusive design and aesthetics which distinguishes us from other party venues. We do not allow any equipment, props, decorations in our venue. If this is something you would like to discuss, a time can be arranged. For anything brought to the venue there are standard door height / width limits - no allowance for maneuvering to get through the doors. At extra cost set up / removal time is limited to 30 mins and must not cut into the next parties' time.

Strictly no use of sticky tape, nails or banners to be attached to our wall or ceiling.

### **ARRIVALS**

Strictly No arrivals earlier than 10min prior the party as party set-up is occurring prior to this time. If you would like to enter the Venue before the Celebration extra time can be added at extra cost if available.

### **VACATING THE PREMISES**

The hirer must ensure that the premises is vacated by the time booked or extra time will incur a surcharge fee that must be paid by the hirer. Please make sure you and your guest vacate the premises on time to avoid the surcharge as we host more than one party per day and we have after party cleaners booked that are able to enter only after all guests and hirer have left the Venue.

### **UPSTAIRS LOCATION**

Our venue is located on the first floor. There will be stairs to enter our Venue. No Lifts available. Unattended Pram Parking on ground floor.

### **SMOKING**

The LPH is strictly a non-smoking venue. The LPH reserves the right to remove persons from the Venue or close down the function if smoking occurs within the premises.

### **LIQUOR**

No Liquor can be served in our LPH Venue. The LPH reserves the right to close down the function if Liquor has been taken in our LPH Venue. BYO Champagne is permitted at extra cost.

### **ISSUES BEYOND OUR CONTROL**

The Little Party House reserves the right to cancel parties at any time for any reasons. Examples include but are not limited to building damage through weather, fire, electrical malfunction, etc.. The LPH accepts no responsibility or liability for any loss or damage to any person, equipment or merchandise as a result of a cancellation. The Hirer indemnifies the LPH against any such claim, action, loss or damage.

Thank you for your understanding.

EVENT DETAILS

Birthday girl or boy's name:

Date of Celebration :

Party Time:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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